

Step by Step Guide to Initial 10-11 MAFPlan system management.

After you log into the 10-11 MAFPlan system, the initial screen you will see is a new “Missing Fields” screen.

Please follow these Steps to update your initial 10-11 Plan:

Step 1. Missing Fields - Slot Placement – **Critical:** Due August 15, 2010

This Section is ONLY for counties that received communication regarding a slot reduction.

The MAFPlan Budget has been updated with your new “Total Operating Funds Allocated” amount based on a ten month program and your 10-11 “MAF Slot Allocation”. These numbers match the allocation email your agency received.

Click on the red “SLOT PLACEMENT” button to open a Classroom Slot Change Request. Based on the decisions made by your County/Region More at Four Committee, enter the slot number adjustments and the dates of August 1, 2010 through May 31, 2011.

Enter Effective Date and click SAVE after you have updated all classrooms with slot number changes. The “Total” of the column titled “New Slots Total” should equal your new contract slot allocation. When you click on SUBMIT, a Budget Change Request will automatically open. Verify that “Allocated Slots Not in Plan” accurately reflects your slot placement, enter an Effective Date, and click SUBMIT.

Refer any budget-related questions to Susan Blackard at 919/981-5346 or susan.blackard@ncpublicschools.gov

Step 2. Missing Fields – Missing Site Information (Site Year End Dates and Principal/Director Race - Ethnicity) -- Due August 23, 2010

From the Home page, **click** the **MISSING FIELDS** button, which will bring up the Missing Site Information screen. **Enter** the 10-11 Site Year End Date (mm/dd/yy) for MAF Services for each site. If a site will not participate in 10-11, a Site Year End Date is not required. Then press the SAVE button.

Also, for each 10-11 site race/ethnicity information for the Principal/Director must be completed. Click “Enter xxx/ Race/Ethnicity”, click the appropriate responses and click “Save”.

Step 3. Missing Fields – Missing Classroom Developmental Screening Tool -- Due August 23, 2010

From the Home page, **click** the **MISSING FIELDS** button, scroll to “**Missing Classroom Developmental Screening Tool**”. Click on UPDATE to create a Classroom Change Request. Click the dropdown arrow to select the applicable Developmental Screening Tool, then click SAVE. Repeat this process for all classrooms listed.

Step 4. Missing Fields - Teacher Placement -- Due August 23, 2010

A classroom must have all teachers in place prior to Request for Payment.

Teachers can be placed as the final step of the Missing Fields section or by clicking the TEACHER PLACEMENT button on the Home Page. This process allows first for the placement of existing teachers carried forward and then the handling of Teachers on Hold (i.e., teachers who were previous long-term substitutes and teachers exceeding the four-year timeline for More at Four educational requirements.)

Three items must be completed regarding teachers and assistants:

1. **Race /Ethnicity** – You must first enter Race/Ethnicity for each returning teacher prior to confirming their class or moving them to another class. Click xxx/Race /Ethnicity, click appropriate radio button and click SAVE.
2. **Action /Start Date** - There are three options for each teacher:
 - **Confirm** the teacher in his/her current classroom
 - **Move** the teacher to a new classroom, OR
 - **Exit** teacher for this school year (i.e., Did Not Return)
 - a. To confirm that a teacher has left the program, select “Did Not Return”. When you save the screen, they will be removed from the contract.
 - b. To confirm that a teacher is remaining in the same classroom as last year, enter their start date and select “Confirm Classroom”. When you save the screen, they will be taken off of the initial screen.
 - c. To move a teacher, select “Move to a new classroom”. You will be taken to a new screen where you can select the new site and classroom for that teacher, and add their start date.

Note:

- If you are unsure of the status for a specific teacher, leave the teacher at “No Action” until you can confirm the disposition of that teacher.
- Once the Missing Fields page is complete, at every logon the Initial Teacher Placement Screen will continue to appear until an option is selected for each teacher.
- Once you select an option for each teacher in any given classroom, new teachers can then be added to your Plan through subsequent Change Requests.
- You may leave this screen by selecting the Home option at the top of the screen, or the Previous or Next buttons at the bottom of the screen.
- **5th year classrooms with teachers that do not have a BA/BS degree and/or are not working toward a BK License have been placed on “HOLD”. They will require extensive review of transcripts to verify educational progress in order to be considered for a possible exception. Follow prompts on the Teacher Placement Screen to update their credentials through the Change Request process.**

Step 5. New County/Region Committee Member – Due August 23, 2010

Effective 10-11 County/Region Committees are required to have a Public School Exceptional Program Representative. Using the change request process enter the required information.

NOTE: The **Making Changes to MAFPlan 2010-11 User Guide** is now available on the OEL website www.ncprek.gov and on the instruction page of the 10-11 on-line system. This document provides step-by-step instruction to make any change to the Plan.

Step 6. MAFPlan Review – Due August 23, 2010

NOTE: OEL uses the information provided in MAFPlan for planning and payment purposes.
It is CRITICAL for all information to be up – to – date throughout the year.

After completing Steps 1 through 5, review MAFPlan to make any other needed changes through the Change Request process.

- A. Review the **Committee Section** and the **Contract Information** to ensure all information is up to date. Remember the email addresses listed for the Contract Administrator, Fiscal Contact, Program Contact and additional contact are used for our communication with you during the year.
- B. Review the **“Site”** section of MAFPlan to ensure that all sites listed will participate in the 10-11 More at Four year.
 - If the site will not participate in 10-11, follow the instructions in the User Guide for removing a site and follow the instructions to add a new site, if applicable.
 - Review the principal/director information and update by submitting change requests as needed.
- C. Review the **“Classroom”** section to ensure that all classroom information is correct for 10-11.
 - Slots that were effective in May 2010 have been placed in each active classroom from August to May. These dates represent the payment months for which you will request reimbursement for that class. If you determine the reimbursement dates should be September to June, send an email to susan.blackard@ncpublicschools.gov and include the classroom name and classroom code in your email.
 - Step 5 instructed you to confirm, move or exit teachers. Now review each teacher to ensure the qualifications are up to date. Submit applicable change request to update their information.
 - If applicable, all enhanced slots have been converted to regular slots. Please verify.
- D. Review the **“Budget”** section to ensure:
 - **Slots** - The Plan that fed forward includes all of your allocated slots as of May 2010. In review of your 10-11 Plan, if you have deleted or added sites/classrooms you will need to verify the **“Allocated Slots Not In Plan”** number on the Budget Change Request. If this number is greater than zero then you have not placed all of your allocated slots back in the Plan. You may need to add sites and/or classrooms to place the number of slots that is indicated. [NOTE: Add Classroom Change Requests must be accompanied by the appropriate Add Teacher Change Requests in order to be approved by OEL.] If you choose not to place all allocated slots in your Plan, a contract amendment will be processed by the State Office to reduce your contract accordingly.
 - **Estimated Other Resources “Cash” and In-kind** – The 09-10 amounts as of June have fed forward. Please verify and update these estimated amounts, if needed.

If you need help navigating MAFPlan contact **KC Elander 919-981-7302** or kc.elander@ncpublicschools.gov. If you have any questions about the conversion of your 09-10 Plan to 10-11 (e.g. classrooms, slots) or assistance about the Program Requirements or the Fiscal and Contract manual contact the State Office at 919-981-5300 or oel.info@ncpublicschools.gov.